

# Contract Administration

## Construction Contracts (CADM 101)

### Overview

This course informs participants of the established administrative and technical procedures and contract requirements for construction, and the interrelated duties and authorities of the various parties. Subjects covered are: technical responsibilities; administrative responsibilities; kinds of contracts; cooperating organizations; contract documents; showing job sites; awarding contracts; requirements of the contract; supervision of subordinates; inspection and acceptance; and reports.

### Objectives

Upon completion of this training, participants will be able to:

1. interpret drawings and specifications.
2. describe when the terms of contracts and other documents are not being met and what action is necessary to achieve compliance.
3. perform all inspections related to final acceptance of installation and prepare the necessary reports along with required documentation.
4. list and explain what rights and responsibilities are provided to the cooperating local agency and the Natural Resources Conservation Service under the terms of the project agreement covering construction work.

Upon completion of this training, the participant should be able to perform at ASK Level 3, Perform with Supervision.

### Prerequisites

General knowledge of contracts and contract administration.

### Duration

1 week

### Eligibility

Engineers including design engineers; geologists; government representatives; contracting officers' technical representatives; supervisory inspectors; contracting officers; and administrative personnel who are involved or anticipate becoming involved in project-type work accomplished by contract.

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## Administrative Support (Tier III) (CADM 110)

### Overview

This self-paced course provides an opportunity for employees to receive training at their worksites when needed. Subjects covered are: personal/organizational management; ethics and procurement integrity; guidelines; working relationships; grants and agreements; warrants; requisitions; basic acquisitions; contracts; budget and finance; EWP overview; safety and health; EEO and civil rights; management of real and personal property; records; reports; forms; telephone systems and mail; tort claims; IRM security; and direct assistance.

### Objectives

Upon completion of this training, participants will be able to:

1. locate policies/guidelines used in administrative services.
2. explain administrative service's role in carrying out the mission of the NRCS.
3. explain how the Procurement Integrity Act impacts procurement.
4. identify and explain commonly used types of agreements/grants.
5. describe the contracting officer warranting requirements.
6. assist in small purchases and acquisitions and determine mandatory sources of supply.
7. identify the types of contracts and contracting methods.
8. explain how to determine funds available and process payments.
9. describe procedures for handling real and personal property.
10. distinguish between EWP program and other NRCS programs.
11. explain NRCS safety and health policies and locate regulations.
12. write nondiscrimination clause and tell where/when to use it.
13. list the purpose of the Freedom of Information Act and Privacy Act.
14. describe the NRCS forms system and find SFDD, AD, and NRCS forms.
15. outline procedures for processing tort claims documents.
16. explain how NRCS manages its telephone and mail systems.
17. describe IRM security in NRCS.
18. explain methods used to receive assistance within administrative services.

### Prerequisites

MES-Introduction to NRCS and Support Technology, Tier III

### Duration

Participants should take as long as necessary to complete this course. 12 hours are allowed towards Contracting Officer Warranting and NRCS training.

### Eligibility

All new or transferred Administrative Services employees in Series 341, 343, 1102, 1105, and 1106.